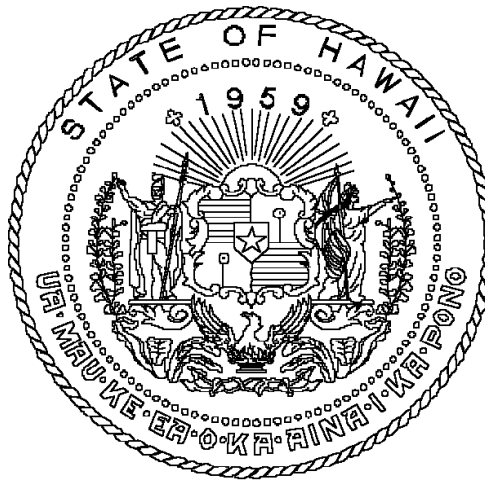


Report to the Twenty-First Legislature
Regular Session of 2002

**EQUIPMENT MODERNIZATION EFFORTS
BY THE
BUREAU OF CONVEYANCES**



Prepared by the

Department of Land and Natural Resources
State of Hawaii

in response to
Section 69 of
ACT 259, Session Laws of Hawaii 2001

December 2001

**Fiscal Year 2000-2001
Report on the Progress Towards Completion
of Equipment Modernization**

INTRODUCTION

This report has been prepared in compliance with Section 69 of Act 259, Session Laws of Hawaii (SLH) 2001. This Section of Act 259, SLH 2001, requires the Bureau of Conveyances of the Department of Land and Natural Resources to submit a detailed report on the progress towards completion of equipment modernization. This Section further provides that this report be submitted to the Legislature 20 days prior to the 2002 Regular Session.

The Bureau of Conveyances (BOC) records an average of 275,000 documents annually. Information on daily transactions is maintained using applications on a Unisys and Wang platform. Absence of a local area network and 2 different system applications prevent any communication between the two. Through the modernization efforts, the BOC will be able to establish a single point entry process, eliminating duplication of data input. The new system will create a local network within the BOC to expand its capabilities and provide access to daily information by the neighbor islands and BOC personnel.

Bureau of Conveyances Special Fund

The Bureau of Conveyances Special Fund, created by Act 125, SLH 1999, funded the Bureau of Conveyances Information System (BCIS) contract designed to replace the existing operating computer system for \$2,174,562.48. The sum of \$100,000 was approved for Fiscal Year 2001-2002 and \$100,000 for Fiscal Year 2002-2003 for further equipment modernization.

The equipment modernization project, BCIS was developed into 2 parts. Part 1 called for the installation of the new computer information system and included neighbor island access as well as other remote capabilities, and Part 2 called for the integration of 10 years of digitized images for BOC and public access. After careful screening by the Project Review Committee, a selection was made in December 1999.

The Lange Group was chosen for Part 1, which covers the following:

- Task 1: Implement BOC Network
- Task 2: BCIS Requirement Verification
- Task 3: Replace REGULAR and LAND COURT System
- Task 4: Imaging Capability - BOC
- Task 5: Imaging Capability - BCIS
- Task 6: Enable Remote to Text Data
- Task 7: Remote Access to Text Data

- Task 8: Public Access to Text Data
- Task 9: Public Access to Image Data
- Task 10: Data Remediation
- Task 11: GIS (Geographic Information System) Study

Title Guaranty of Hawaii was selected for Part 2 (Task 12: Delivery of 10 years of scanned images).

A report of efforts toward modernization through December 2001 is attached. The report also outlines planned activities for the period covering January to March 2002.

Phase 2 of the contract to migrate 10 years of images to the new system is in the process of final acceptance before images are delivered. This Phase is estimated for completion in December 2001.

EQUIPMENT REPLACEMENT AND PURCHASES

Additional computers will be purchased to adequately service the general public accessing information on the BCIS. The actual numbers will be determined after a review of space and electrical limitations.

Hawaii FYI public access is to be discontinued at the end of 2001. In addition, the Information and Communication Services Division of the Department of Accounting and General Services will be switching tape media for the delivery of information. The mag tape system BOC currently uses will be replaced by cassette tape technology.

BOC will be purchasing two servers to replace tapes and FYI access. The File Transfer Protocol server will provide direct delivery of information to customers dependant on the tapes they are currently receiving. This will facilitate the process of information delivery and relieve staff from creating daily tapes.

The Virtual Private Network server will replace FYI access. This is a secured system for present clients using FYI to access Land Court information. With the termination of FYI services, the BOC will assume responsibilities in administering local access to Land Court information.

PROCESSES THAT EQUIPMENT MODERNIZATION HAS MADE MORE EFFICIENT TO DATE

Personal Computers have introduced Microsoft Windows functionality to the legacy WANG "green screen" and users became proficient with the mouse and windows concepts. The Graphical User Interface colors and fonts have made working more enjoyable and interesting. This translated to better attitudes on the job and longer concentration to the on-line tasks at hand (more quality through-put). Multiple windows open on the desktops saved time bouncing between 2 screens to do analysis. Transitioning from the "block-mode" terminal to the multi-functional workstation was the

first hurdle to modernization. Microsoft Windows skills is required for all users to be able to effectively use the new BCIS. This integration kept the daily work at a normal pace so that the new BCIS could be integrated to the everyday work more smoothly. Even with the added work of design meetings, development testing, parallel testing, morale is up and the users are excited and not fearful to move into the new BCIS.

More printers were installed, many dedicated to high-volume print users, as well as more mid-range printers were scattered throughout to allow users to print closer to their work area and eliminate the need to find a job in a stack of other print jobs, etc.

PROCESSES THAT MODERNIZATION WILL MAKE MORE EFFICIENT IN THE NEAR FUTURE

- Integration of disparate existing computers and stand-alone software which do not communicate to each other, under one hardware and software system
- More multi-processing for label generation -- flexible Regular System (RS) & Land Court (LC) doc # assignments so that up to 6 people can record at one time, still keeping consecutive numbering
- Enhancement to allow for double system recording -- one screen entry of both RS & LC
- Integration of Receiving, Land Court and Abstracting -- issue of new Certificate of Titles (CT) in automatically create a CT starter record and populate fields in Land Court Automated Title System (LCATS)
- One time entry of information that is disseminated where appropriate -- issue of Labels automatically triggers Index information for Abstracting immediately
- Immediate availability of information to BOC personnel through the integrated on-line repository of both data and document images to all personnel with a PC workstation
- Scanning of documents into an on-line image repository which automatically cuts historical microfilm generation from scanned images. Not the usual one page at a time microfilming
- Enhancement to workflow for error checking and corrective actions earlier on in data entry process; e.g. capturing the first 2 Tax Map Keys during label generation when the Conveyance Tax Form is reviewed, rather than at abstracting, and other dynamic error checking such as "noted on's" being checked against CT's in LCATS with early warning messages if not found
- Streamlining data entry to provide for more of the clerical work to be done automatically by the computer
- Consolidation of historic data to the BCIS and accessible on-line to BOC and general public: importing and storing of the back 10 years of documents in image format provided by a third party vendor; and imports of data from 1976 on the mainframe's multiple storage locations

PROCESSES THAT ADDITIONAL EQUIPMENT MODERNIZATION WILL MAKE MORE EFFICIENT

- Availability to general public of document images at neighbor island locations
- Availability to general public of document images via Internet
- Ability to locate documents using more advanced on-line search engines. This is achieved through both revamp of how data is captured (to “pure fields”); and revamping the database to provide more data paths for faster lookup
- Ability of BOC customers using the Internet for faster transports of Index information rather than magnetic tape. This will save both BOC and ICSD personnel time from manually creating and handling the tape for distribution
- Additionally, availability of BOC customers to download images (broadband), providing timely access to recorded documents kept on their computers
- Ability to receive electronic recording information from title companies to reduce the need for initial data entry by BOC and providing for more timely recording to these entities
- Availability of hands-free automatic backup of all data to a sophisticated tape array using ICSD’s Tivoli Storage Management system
- Provision of infrastructure for standardized electronic mail system, to communicate with others in the Department and customers